

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 02-036

TO: Transportation Director
FROM: Shirley Willis
DATE: January 28, 2002
SUBJECT: Transportation Route Report

Just a reminder, your districts Transportation Route Report are due 12 days after your 100th day. We will not be sending forms from our office. **This year all districts must submit their data on-line.** You may find the forms on the on-line application. To access this application you must have a common logon. If you did the report last year you should be able to use the same user name and password.

You will be able to access your district transportation report on-line by going to:

<https://www.ade.az.gov/commonlogon>

Once you are in the system, if you have any technical problems with the application, please call the Regional Training Center in your area. They will be happy to assist you in any way regarding the application of the on-line system. Please see the following listing for the Regional Training Center closest to you.

Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>	
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz, Yuma	Flagstaff	(520) 527-6122
Maricopa, Gila	Tempe	(480) 965-3366
Pima, Pinal, Santa Cruz	Tucson	(520) 225-4874
Graham, Greenlee, Cochise	San Simon	(520) 845-2275

If your district has some vehicles that use alternative fuel you must fill out a route report for non-alternative fuel and one for alternative fuel. Both forms are available on-line.

For those districts that contract routes be sure and fill out the contractor information form. This form is also included in the on-line application. If your district contracts **all** of their transportation do not fill out any of the information under non-route miles.

Once you have submitted your report be sure to check and make sure your report did not reject. When it is submitted correctly you can find a copy of your report Tran 52 on your home page on the ADE Web Site. You may access this site as follows:

<http://www.ade.state.az.us/schoolfinance/districts>

1. Find your district, then click on GO
2. Select the Reports/Data option
3. All reports that are available will be listed, select the Tran 52 Transportation Route Report

Please refresh your memory by reading the instruction and definition sheets included with this letter.

Thank you for your cooperation. If you have any questions please call Shirley Willis at 602 542-8245.